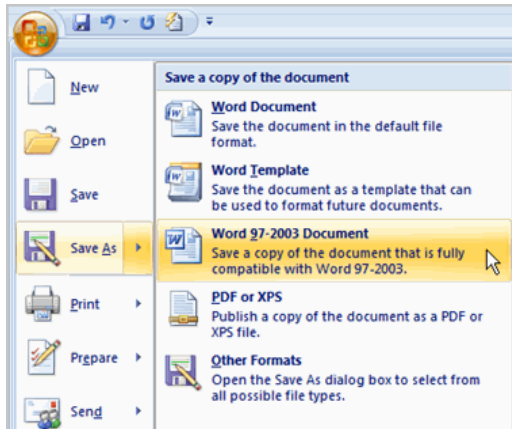


Save As Word 97 - 2003 Document:

Office Button

Click the Microsoft **Office Button**.

Select **Save As** → **Word 97-2003 Document**.



Select the location you wish to save the document using the drop-down menu.

Enter a name for the document.

Click the Save button.

To Download the PDF Extension: (this is a one time step and must be done by the administrator of your machine * at school that is Chris Baranyar)

Click the Microsoft Office Button.

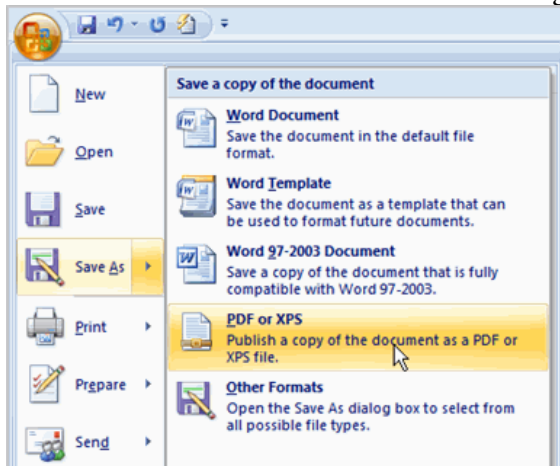
Select **Save As** → **Find add-ins for other file formats**. This will open your web browser to the Microsoft site.

Follow the instructions on the Microsoft site for downloading the extension.

To Save As a PDF:

Click the Microsoft Office Button.

Select **Save As** → **PDF**. The Save As dialog box will appear.



Select the location you wish to save the document using the drop-down menu.

Enter a name for the document.

Click the Publish button.